

## JOB DESCRIPTION

<b>Position Title:</b>	ESL Tutoring Program Coordinator
<b>Reports to:</b>	Director of ESL Programs
<b>Status:</b>	Full Time, 37.5 hours per week, 52 weeks
<b>Salary:</b>	\$38,000 to \$40,500
<b>Benefits:</b>	Vacation, holidays, sick days, personal days, retirement, and health insurance according to guidelines in Vita's employment Policy Manual.

### Summary of job:

The ESL Tutoring Program Coordinator is responsible for organizing instruction for adult students in listening, speaking, reading, writing, and vocabulary development. Responsibilities include coordinating instructional groups, case management of students, training and ongoing support of volunteer tutors, and developing lesson plans. Some flexibility of hours is permitted as evening and occasional Saturday work are required. The Coordinator will adapt to changes in the program as set by the Pennsylvania Department of Education (PDE) requirements and agency needs.

### Responsibilities:

1. Work closely with Program Directors and other Vita staff,
2. Orient, register, and place students,
3. Submit biweekly status reports for each period ended and work plans for the upcoming period to the Program Directors,
4. Conduct pre- and post-assessment of students,
5. Provide educational case management, including monitoring student attendance, and discussing and documenting barriers to participation,
6. Create, document, and discuss individual progress with students,
7. Share group results with tutors,
8. Train and provide professional development to volunteer tutors and classroom aides,
9. Establish, coordinate, and support tutor groups and pairs,
10. Conduct regular observations and give feedback to volunteer tutors,
11. Successfully complete the PDE required assessment trainings and maintain certification in paper-based and remote testing,
12. Collect and report data as required by PDE,
13. Collect and evaluate end-of-term tutor and student feedback on program effectiveness,
14. Attend staff and Program Improvement Team meetings (PIT),
15. Collaborate with other agencies and community organizations,

16. Develop curriculum and select instructional materials with the program directors,
17. Assure appropriate use of IT equipment in classes and computer labs,
18. Supervises computer lab as needed,
19. Develop lesson plans for volunteer tutors aligned to required standards,
20. Participate in professional development activities,
21. Comply with Vita’s policies and procedures as specified in the Vita Employment Policy Manual,
22. Comply with Pennsylvania Department of Education regulations, guidelines, and policies,
23. Execute other responsibilities as assigned.

**Qualifications:**

- Bachelor’s degree in education,
- Experience in teaching, preferably adults or older youth,
- Understanding the reading development process and language acquisition,
- Familiarity with formal and informal adult assessments,
- Strong interpersonal and communication skills,
- Strong organizational skills,
- Proficiency in Microsoft Office (Word, Excel), Google Classroom, Zoom, email, and navigating the Internet,
- Ability to meet time-sensitive deadlines,
- Appreciation of volunteer strengths and service,
- Maturity and sensitivity in working with diverse populations,
- Ability to lift, carry, and transport books and materials to and from sites,
- PA child abuse, criminal, and FBI clearances — all clearances must be dated within one year of hire date.

**Application Process**

Send the following information to [kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org). Qualified candidates will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references
- A sample, detailed lesson plan that could be used for an adult ESL class.

*Note:* The purpose of the lesson plan is to determine the candidate’s ability to create a plan for a volunteer to implement. It is not a description of one activity you might do in the classroom.

- If you are an experienced adult educator, you may submit an existing lesson plan appropriate for an ESL class.
- If you do not have an appropriate lesson plan, use these guidelines to prepare a plan: Imagine a fictitious class of 6 students. Think about a group of adults who are at a beginning ESL. The lesson should include listening and speaking activities. The plan should include objectives and materials for the lesson, a warm-up activity, the introduction and practice of new material, and informal assessment.